

BOLDON SCHOOL

CAREERS EDUCATION AND GUIDANCE POLICY

Aims of the C.E.G. Department of Boldon School

- To address the requirements made by DFEE on school, which include the planning, provision and review of careers education, information and guidance which meets individual needs and learning objectives and support in the achievement of targets for attendance, inclusion and attainment.
- To work in close collaboration with all necessary external agencies in order to raise aspirations and provide opportunities for all young people to achieve their potential within the newly developing Connexions Service, taking into account, existing legislation and recommended policy as subsumed in Connexions principles.

Objectives: -

- To prepare **all** young people of Boldon School for the opportunities, responsibility and experiences of adult and working life.
- To equip them with the knowledge, skills and attitudes for managing their lifelong progress in learning and work.
- To act within an explicit, ethical framework that promotes equal opportunity and puts the need of the student first.
- To work in partnership with parents and carers, other guidance support agencies and providers of opportunities in education, training and work.

Arrangements for Implementation

A planned programme of careers education in Years Seven - Eleven.

Year Seven

A basic introduction to careers, which involves raising awareness of personal skills and qualities. Learning what they are good at and where they have weaknesses, e.g. Development of Self Awareness. This involves an introductory lesson, delivered by the Careers' Coordinator, followed by a series of five modules delivered by tutorial staff.

Year Eight

A further programme consisting of introductory lesson and a series of five modules which follow on from Year Seven. Further Self Development exercises.

Year Nine

- Pupils learn how to investigate careers through an introduction to the Careers' Library and the use of ICT programmes (Careers' Coordinator and Connexions Officer).
- Pupils take part in "The Real Game" – a selection of units covering six lessons. (To be complemented for first time in 2002)

Year Ten and Eleven

As part of a 4 week carousel involving Careers and RE, pupils receive one lesson per week of Careers education, delivered by the Careers' Coordinator. Pupils also receive individual advice from Careers 'Connexions' Officer.

Programme of Careers Education Year Ten

This will include: -

- CV Preparation and Completion
- Letters of Application
- Information Gathering
- Work and Work Patterns
- Using and Evaluating Information
- Communication
- Work Experience – preparation and review (Units of work contained in Handbook)
- Industry Day
- Work Related Curriculum for identified group
- Cross Curricular Work Experience, English Assignment
- “Getting Connected” questionnaire.

Programme of Careers' Education Year Eleven

The decisions made in Year Eleven are some of the most important in a young person's life. Students should have the knowledge of all available options. They should develop the skills of self-awareness and decision making which will enable them to take a full part in this process. Further understanding of issues related to the world of work is also important. To this end, the programme includes: -

- A pastoral 'carousel' of visitors from Further Education and Industry
- Tertiary Evening involving South Tyneside College
- Tyneside Challenge – pupils receiving vocational training
- Visiting lectures from Sunderland University
- University 'taster day'
- Connexions Careers' Convention – Gateshead Stadium
- Visits from Outside Agencies: Army, Navy, RAF Trainers, Gateshead College and Sunderland College.
- Specialised Work Experiences: RAF, Army, NHS and Fire Service
- Action Planning
- Letters of Applications and Application Forms
- Options at 16 years
- Modern Apprenticeship
- Decision Making

(Details of above in Handbook)

Strategies and activities implemented by the Careers Department

Links with Further Education:

South Tyneside College New College Durham
Sunderland College Houghall College Durham
Gateshead College Kirkley Hall Northumberland
Newcastle College
St Joseph's 6th Form, St. Aidan's 6th Form, St. Anthony's 6th Form

FE links are realised through:

Year 11 carousel of visitors; Industry Day; Tertiary Evening; Tyneside Challenge; Work related curriculum; PSHE programmes; CareerWise South Tyneside; Open days.

Links with Higher Education:

Sunderland University University of Northumbria
University of Teeside
(Plus provision of information for pupils on all universities via careers lessons).

HE links are realised through:

University lecturers providing presentations; introduction of UCAS information in Boldon School careers lessons; Annual Taster Days for **all** higher band pupils, at Sunderland University; degree information and introduction for Gifted and Talented at Sunderland University; special evening and daytime lectures for individual students and groups at Sunderland University (Gifted and Talented and higher band pupils). (See Gifted and Talented appendix)

Links with commercial and business organisations and trainers:

Arrangements for work experience for all Year Ten pupils; training for Tyneside Challenge students; provision of specialised work experience for Year Eleven pupils to meet enhanced aspirations; pupil involvement in CareerWise NE and Gateshead careers convention; annual Industry Day for Year Ten pupils; connecting Boldon School GNVQ and business department with business agencies and trainers to enhance pupil learning; provision of a work related curriculum to meet the government requirements of the new 14-16 flexible learning approach.

The above describes the application of suitable strategies and instruments in line with DFEE requirements, to support and co-ordinate access to specialist advice and services, in order to remove barriers to participation. To work in partnership with colleges, sixth forms, universities, learning providers and voluntary and statutory services. This supports the achievement of targets; the development of the curriculum e.g. work related learning and citizenship and contributes to the aims of Excellence in Cities.

Through contacts and links with the above outside agencies, pupils are provided with the necessary opportunities to gain experience, knowledge and understanding, which directly effects their aspirations and transition to further and higher education and training. They are enabled to plan for each stage of transition, set targets, develop abilities, review their own learning and interrogate relevant sources of information in order to clarify opportunities and routes available post sixteen.

Careers Department Special Educational Needs Policy

The policy of the Careers department on pupils with special educational needs operates within the whole school policy for Special Educational Needs.

It is appreciated that pupils with special needs may require a greater input of careers education and guidance. This is always possible as we work in close partnership with the Careers Service.

The main aim of the programme is the same as for all pupils, however allowances are made for the variable rates of progress towards achieving some goals, and teaching and learning are differentiated in the classroom. The computer programme Pathways has been purchased to enable pupils with special needs to get as much help as possible with Careers Education and Guidance.

We consider it to be very important that the guidance process should involve parents and the Careers Service as well as the special needs coordinator and the Careers Coordinator. Parents are welcome to attend Guidance Interview of pupils. The Careers Coordinator will link with the Special Needs Coordinator whenever necessary.

The Careers Advisor is invited to the Review Meetings of pupils with an educational statement. Pupils will be supported and helped to complete a draft action plan which will be written with input from the Careers Coordinator and the School Careers Advisor, ensuring that the pupil has had contact with all those involved in the Careers Education and Guidance process. All pupils in Year Ten complete a Draft Action Plan in conjunction with the Careers Coordinator and the Careers Adviser.

Care is taken in the selection of Work Experience placements and pupils will be visited early to ensure there are no problems. Pupils identified by the Special needs Coordinator will be given any necessary help to prepare them adequately for Work Experience.

The Careers Coordinator is available any lunchtime, or after school, in the Careers Library to give individual help to any pupil.

The needs of very able pupils are met with the help of the Careers Adviser. Time is available at drop-in clinic sessions one lunchtime per week. Here pupils can get additional help on further and higher education courses.

The Special Educational Needs Policy is reviewed and evaluated as part of the annual review of Careers Education and Guidance which occurs twice yearly in conjunction with Connexions.

Evaluating the Success of Careers' Provision

- All Year 11 pupils complete an evaluation of Careers' provision which are collated by the Careers' Coordinator.
- Destination of pupils are provided by Connexions and local Colleges.

In conclusion, to provide opportunities for all pupils to achieve their potential